

April 27, 2000

M-00-11

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Sylvia M. Mathews
Deputy Director

SUBJECT: Year 2000 Inventory of Commercial Activities

The "Federal Activities Inventory Reform Act of 1998," P.L.105-270 (the FAIR Act), requires Federal agencies to prepare and submit to OMB, by June 30th of each year, inventories of their commercial activities performed by Federal employees. OMB is required to review each agency's inventory and consult with the agency regarding its content. Upon completion of this review and consultation, the Agency Head must transmit a copy of the inventory to the Congress and make it available to the public. The FAIR Act then establishes a two-step administrative challenge and appeals process under which an interested party may challenge the omission or the inclusion of a particular activity on the inventory as a commercial activity. While the FAIR Act does not require agencies to privatize, outsource or compete its commercial activities, it does require the Agency Head to review the final inventory. Each time that the Agency Head considers outsourcing to the private sector a competitive process is required.

As in the case of any new process, the first round of implementation reveals areas where improvements can be made. As OMB completed its review of the 1999 inventories and began looking towards the 2000 inventory process, OMB asked interested parties from Congress, the private sector, the Federal employee unions and the agencies to provide their views and recommendations on how the process could be improved. As a result, OMB is making several supplemental changes for the upcoming Year 2000 inventory process.

Agencies are requested to prepare their Year 2000 Inventory of Commercial Activities in accordance with the FAIR Act, OMB Circular A-76 Transmittal Memorandum No. 20 and the attached supplemental guidance.

Attachment 1	Year 2000 FAIR Act Commercial Activities Inventory Data Call
Attachment 2	Year 2000 Reporting Instructions and Definitions
Attachment 3	Reason Code Clarifications
Attachment 4	Year 2000 Revised/Updated Function/Activity Codes

Attachments

Attachment 1

OFFICE OF MANAGEMENT AND BUDGET

FEDERAL ACTIVITIES INVENTORY REFORM ACT (FAIR) SUPPLEMENTAL YEAR 2000 INVENTORY REQUIREMENTS

1. IMPROVING THE USEFULNESS OF THE INVENTORIES

a. Standard Format.

1. OMB believes that a standard format would provide a significant benefit to agency managers and to the public, while imposing a relatively minor burden on the agencies. Thus, agencies are requested to identify all workload performed by Federal employees, as expressed by Full-Time Equivalents (FTE), that is potentially commercial in nature, in accordance with the format and in the order provided by Attachment 2.

2. If an agency determines that it has no potential commercial activities, it shall submit an inventory stating this determination.

b. Reason Codes

OMB believes that the agencies, interested parties and other members of the public, would benefit from additional explanation on the use of the "Reason Codes." Accordingly, OMB has developed additional explanatory material concerning the "Reason Codes." This material is found in Attachment 3.

c. Function Codes

OMB has provided additional Function Codes to facilitate agency development of their inventories. Attachment 4 is an expanded list of approved commercial-activity function codes.

d. Public Access

OMB believes that posting the inventories on agency Web sites would provide a significant benefit to the public, while imposing a relatively minor burden on the agencies. Many agencies, in fact, posted their 1999 inventories on their Web sites. Accordingly, each agency is requested to construct an electronic template of the required format and make the inventory available through their worldwide web site, upon OMB's notification of the release of the inventory to the public in the *Federal Register*. The template should be in Microsoft Access, Microsoft Excel or similar formats. OMB will include the

agency's Web site address (URL), along with the name and telephone number of the central point-of-contact in OMB's *Federal Register* notice announcing that the inventory is publicly available.

e. Annual Management Report

As provided at Appendix 2, paragraph I of the A-76 Revised Supplemental Handbook (Transmittal Memorandum No. 20), the Year 2000 Inventory's Annual Report on Agency Management of Commercial Activities should: include a brief description of the Year 1999 Inventory Process; the number of FAIR Act administrative challenges and appeals; a brief description of the agency's Year 2000 Inventory Process; and a description of the agency's review process.

2. IMPROVING THE CHALLENGE AND APPEAL PROCESS

As a part of Transmittal Memorandum No. 20 to implement the FAIR Act, OMB stated that the statutory 30-day challenge and 28-day agency challenge response periods would be *calendar* days, while the 10-day appeal period would be *working* days. OMB is aware that the 30-day and 28-day deadlines were difficult to meet and is proposing to change the two periods to *working* days. As a proposed permanent change to the A-76 Revised Supplemental Handbook, this change is being implemented separately, as a proposed rule for agency and public comment, through the *Federal Register*.

3. IMPROVING FAIR ACT RELATED HUMAN RESOURCE ISSUES

Agencies are reminded to recognize the sensitivity of these inventories to Federal employees and to keep them informed. Agencies are requested to notify their Partnership Councils and agency labor relations specialists as to the availability of the inventories upon publication of the *Federal Register* notification, and the challenge and appeal process.

4. IMPROVING RESPONSIVENESS

a. OMB received a number of suggestions that the public's ability to understand the inventories would be improved if the public had access to a "user friendly" summary of the FAIR Act and its implementation. OMB agrees with this recommendation and will include an "Inventory Users Guide" at the OMB homepage.

b. To further facilitate the use of the Year 2000 inventories, each agency's inventory should be accompanied by a cover letter that summarizes the inventory in terms of total agency FTE (Full-Time Equivalents), commercial FTE, and other information as the agency believes will assist the public in understanding the agency's inventory. This could include, for example, the percent of budgetary resources already committed to service contract support, the name and phone number of the agency's central point-of-contact for the inventory, agency challenge and appeal filing instructions, etc.

Year 2000 Commercial Activities Inventory Reporting Instructions & Definitions

Introduction

For the 1999 FAIR Act inventory, OMB identified the minimum data elements that needed to be included in FAIR Act submissions, but did not impose a specific report format (sequence and sorting order). The idea was to seek out alternative approaches and to permit the agencies to incorporate their inventory reporting requirement into existing management systems. A specific common format and data order is required for the Year 2000 Inventory submission. Accordingly, each agency is requested to construct an electronic template in Microsoft Access, Microsoft Excel or similar formats. The required information should be in the exact sequence, as well as the level of detail specified below.

Upon OMB's notification of the release of the inventory to the public in the *Federal Register*, agencies are requested to make their inventory available through their worldwide web site.

Instructions and Definition of Terms

- a. Organization Unit.* – Enter an alpha designation for the agency, sub-agency and/or bureau (alphanumeric codes will be accepted, if warranted) and provide a full list of all codes attached to the agency's inventory.
- b. State(s)* – Enter States within the United States by their common two letter mail code.
- c. Location(s)* – Enter the place where the activity is performed.
- d. FTE* – Enter the number of full-time equivalents (FTE) for Federal employees performing the commercial activity.
- e. Activity/Function Code* – Enter the Function Code that best describes the type of activity performed.
- f. Reason Code* – Enter the Reason (Status) Code that best describes the status of the commercial FTE. Attachment 3 provides expanded definitions and usage.

- g. *Year the Activity First Appeared on the Commercial Activities Inventory*** – Enter all four digits of the fiscal year the activity first appeared on the FAIR Act inventory. All entries that appeared in the 1999 Inventory should be entered as 1999. Activities that first appear in the 2000 Inventory should be entered as 2000.
- h. *Responsible Official*** – Enter the name, position title and phone number of the Federal employee responsible for the activity or the agency contact person from whom additional information about the activity may be obtained.
- i. *Year of Cost Comparison or Conversion (if applicable)*** – Enter all four digits of the most recent fiscal year that an A-76 cost comparison or direct conversion was completed.
- j. *FTE Savings(if applicable)*** – Enter the FTE savings generated by a cost comparison (including MEO savings), a direct conversion to contract, a termination or a privatization decision.
- k. *Estimated Annualized Cost Comparison Dollar Savings (if applicable)*** – Enter the estimated annual savings that reflect the difference between the in-house bid MEO and the low contract offer.
- l. *Date of Completed Post MEO Performance Review (if applicable)*** - enter the date that the most recent Post MEO performance review was completed.

REASON CODE CLARIFICATIONS

Reason Codes applicable to commercial activities included on the 2000 Inventory of Commercial Activities are the same as those used in the 1999 Inventory. Additional clarification is provided to avoid confusion and facilitate consistency among agencies. The Reason Codes provided by OMB Circular A-76 Transmittal Memorandum No. 20 are provided, followed by a clarification narrative in *italics*.

Code

Explanation

- A** Indicates that the function is performed by Federal employees and is specifically exempt by the agency from the cost comparison requirements of the Circular and this Supplement.

This Reason Code is designed to permit the Agency Head to identify specific commercial activities as those that he/she does not believe should be subjected to privatization, outsourcing or competition. Certainly, these are core mission activities that are commercial in nature. Many core activities may however, be achieved through contract support and may also be found in Reason Code "B" or "C." Functions assigned Reason Code "A" are commercial functions that the Agency Head has determined must remain in-house.

- B** Indicates that the activity is performed by Federal employees and is subject to the cost comparison or direct conversion requirements of the Circular and this Supplement.

This Reason Code should be applied to any Function or Activity where the decision as to who should perform the work is a quality and cost based decision and the agency would expect that this decision would be based upon the results of a direct conversion competition (when authorized), or a cost comparison, conducted in accordance with OMB Circular A-76 and its Supplemental Handbook.

- C** Indicates that the activity is performed by Federal employees, but is has been specifically made exempt from the provisions of the Circular and this Supplement by Congress, Executive Order or OMB.

This Reason Code should be applied to any Function/Activity where the decision as to who should perform the work is not primarily a cost-based decision and a cost comparison would be inappropriate. This code applies to the Supplemental Handbook's exemption from the cost comparison requirements of the Circular, including, for example, national defense related activities, direct patient care, core and research and development activities. Here the decision to convert to or from in-house or contract performance is not primarily a cost-based decision. The problem is to get the right people, the right skills, the right knowledge at the right place and at the right time. Small functions that involve 10 or fewer FTE are also exempt from the cost comparison requirements of the Circular. These commercial activities are currently performed by Federal employees and may be outsourced, but, they do not enjoy the cost comparison protections afforded by the Circular; cost is a secondary consideration.

- D** Indicates that the function is currently performed by in-house Federal employees and is in the process of being cost compared or converted directly to contract or inter-service support agreement performance.

Employees in Functions/Activities listed under this code have been advised that the work performed is undergoing formal A-76 cost comparison or the agency is preparing for the direct conversion of work to contract or ISSA performance, in accordance with the Supplement.

- E** Indicates that the function is retained in-house as a result of a cost comparison.
- F** Indicates the function is currently being performed by Federal employees, but a review is pending force restructuring decisions (i.e., base closure, realignment, consolidation, etc.).
- G** Indicates that the function is prohibited from conversion to contract because of legislation.
- H** Waiver issued.
- I** Indicates the function is being performed in-house as a result of a cost comparison resulting from a decision to convert from contract to in-house performance

YEAR 2000 COMMERCIAL ACTIVITIES INVENTORY

FUNCTION CODES

The following list of Function/Activity Codes will be used to complete the Year 2000 Commercial Activities Inventory. The Function Codes provide a standardized way for an agency to describe those activities which the agency has determined are commercial in nature, based on the agency's application of the criteria in OFPP Policy Letter 92-01. Given the wide range of activities described in the following list, the inclusion of a particular Function Code in the list does not mean that work which might be described by that Code should necessarily be viewed as "commercial" -- again, to determine whether an activity is "commercial," the agency must evaluate the work under Policy Letter 92-01, and in so doing take into consideration the context in which the work is performed. While agencies may augment these Function Codes for internal use, by adding to the existing alphanumeric codes provided, agencies may not create new codes or add additional codes in the submission to OMB. Agencies are to use only the following approved Function Codes in their June 2000 submission, unless otherwise approved in advance by OMB."

A - Recurring Testing and Inspection Services

A100 Electronic
A200 Health Care
A300 Safety
A400 Transportation
A500 Food and Drug
A600 Other Technical Testing or Inspection
A700 Systems Certification Services
A000 Administrative Support

B - Personnel Management

- B100 Classification
- B102 Classification Reviews
- B200 Employee Development
- B300 Staffing Reviews
- B301 Processing
- B302 Manpower Research and Analysis
- B303 Manpower Development
- B400 Employee Relations
- B400 Employee Relations support
- B401 Benefits Reviews and Analysis
- B500 Labor Relations and Support
- B501 Agency Equal Employment Opportunity Reviews
- B502 Negotiated Dispute Resolution
- B600 Examining
- B700 Personnel Management Specialist
- B701 Personnel Operations Management
- B702 Personnel IT Support
- B000 Personnel Administrative Support

C - Finance and Accounting

- C100 Voucher Examining
- C200 Cash Receipt
- C300 Accounting Technicians
- C301 Accounts Payable
- C302 Travel Processing
- C303 Fixed Assets
- C304 Accounts Receivable
- C305 Collections
- C306 Customer Billings
- C307 General Accounting
- C308 Financial Report Generation
- C309 Cost Accounting

- C310 Payroll Processing
- C311 Claims Analysis
- C312 Payments Issuance Support/Processing
- C313 Financial Systems Support
- C314 Financial Management and Program Planning
- C315 Financial Management Operations
- C316 Financial Systems Development and Planning
- C317 Financial Systems Operations
- C400 Budget Support
- C401 Financial Analysis
- C402 Cash and Debt Management
- C403 Financial Program Management
- C404 Business Performance Reporting
- C405 Business Performance Analysis
- C406 Cost Analysis
- C407 Mortgage Analysis
- C408 Asset Management and Disposal
- C405 Property Oversight
- C500 External Auditing
- C501 Internal Auditing
- C000 Administrative Support

D - Regulatory and Program Management Support Services

- D100 Regulatory Activities Support
- D101 Regulatory Economists/Statisticians
- D102 Regulatory Audits
- D103 Salary/wages Reviews
- D104 Labor Wage and Hour Compliance Reviews
- D105 Education Benefits and Entitlements Analysis
- D106 Loan Guaranty Benefits and Entitlements Analysis
- D107 Vocational Entitlements Analysis
- D200 Data Collection and Analysis
- D201 Customer Surveys and Evaluations
- D300 Statistical Analysis

D400 Compliance Surveys and Inspections
D410 Compliance Operations
D411 Compliance Assessments
D500 Benefits and Entitlements Services
D501 Customer Services
D502 Administrative Reviews
D503 Compensation Claims Reviews
D504 Insurance Analysis
D505 Compensation Claims Examining
D604 Customer Service Contacts
D606 Asset Appraisal and Valuation
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D705 Program Marketing and Outreach
D706 Program Monitoring
D707 Program Evaluation
D708 Application Receipt/Processing
D709 Mortgage Underwriting
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews
D800 Air Traffic Control
D801 Air Traffic Systems Inspections
D900 Maritime Traffic Control
D910 Operation of Locks and Dams
D920 Buoy Maintenance
D930 Mine Safety and Health
D000 Administrative Support

E - Environment

- E100 Hazardous Waste Management
- E101 Environmental Restoration Analysis
- E102 FIFRA/FDCA Risk Analysis
- E103 FSCA Risk Analysis
- E104 Environmental Clean-up Services
- E200 Solid Waste Data Collection/Analysis
- E300 Pollution Prevention
- E400 Air Pollution Data Collection/Analysis
- E401 Clean Air Act Pollution Prevention
- E500 Water Data Collection/Analysis
- E501 Clean Water Act Compliance/Pollution Prevention
- E502 Safe Drinking Water Act Compliance/Pollution Prevention
- E503 Occupational Safety, Health and Environmental Compliance
- E600 Environmental Planning/NEPA
- E601 Environmental Impact Statements
- E602 Environmental Impact Statement Reviews
- E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
- E800 Multimedia Compliance/Pollution Prevention
- E801 Trusteeship
- E000 Administrative Support

F - Procurement

- F100 Quality Assurance
- F200 Contracting (Operational)
- F300 Contracting (Analysis)
- F400 Recurring Purchasing
- F000 Administrative Support

G - Social Services

- G001 Care of Remains of Deceased Personnel & Funeral Services
- G008 Commissary Store Operation

G009 Clothing Sales Store Operations
G010 Recreational Library Services
G011 Morale, Welfare, and Recreation Services
G012 Community Services
G100 Disaster Relief Applications Services
G101 Disaster Relief Services
G102 Librarian Services
G103 Library Operations and Management
G104 Technical/Professional/Legal Library Information Services
G900 Chaplain Activities and Support Services
G901 Housing Administrative Services
G904 Family Services
G905 Community Relations
G999 Other Social Services
G000 Administrative Support

H - Health Services

H101 Hospital Care
H102 Surgical Care
H103 Surgical Services
H105 Nutritional Care
H106 Pathology Services
H107 Radiology Services
H108 Pharmacy Services
H109 Physical Therapy
H110 Materiel Services
H111 Orthopedic Services
H112 Ambulance Services
H113 Dental Care
H114 Dental Laboratories
H115 Clinics and Dispensaries
H116 Veterinary Services
H117 Medical Records
H118 Nursing Services

H119 Preventive Medicine
H120 Occupational Health
H121 Drug Rehabilitation
H201 Medical Services
H202 Psychiatric and Psychology Services
H203 Ambulatory Care Services
H204 Domiciliary Care
H205 Extended Care Services
H206 Social Work
H207 Field Pathology & Laboratory Medicine
H208 Audiology & Speech Pathology Services
H209 Nuclear Medicine Services
H210 Pediatric Services
H211 Optometric Services
H212 Spinal Cord Injury Services
H213 GRECC Services
H214 Neurology Services
H215 Dermatology Services
H216 Radiation Therapy Services
H217 Mental Illness Research, Education & Clinic
H218 Rehabilitation Medicine Services
H219 Nutrition & Food Production Services
H220 Blind Rehabilitation Services
H221 Recreation Services
H222 Prosthetics & Sensory Aides Services
H223 Ambulatory Care Administration
H224 Learning Resource Centers
H225 Federal Employee Health Services
H226 VISN Services & VISN Support Service Center
H227 Veterans Canteen Service
H300 Emergency Medical Services Management Planning
H301 Emergency Medical Services
H400 Medical Evaluation Services
H401 Medical Officers
H402 Industrial Hygiene Reviews and Analysis

H403 Health Inspections
H404 Health Services Administration and Management
H500 Dialysis Services
H501 Anesthesiology
H502 Diagnostic Radiology
H503 Geriatrics
H504 Geriatric Research
H505 Geriatric Clinical Centers
H506 Orthopedic Shoe Services
H507 Orthotics Laboratory
H600 Hospital Administration
H601 Ward Administration
H602 Income Verification
H603 Claims Analysis
H604 Hospital Supply and Distribution
H605 Ambulatory Care Administration
H606 Information Resource Management Services
H607 Voluntary Services Administration
H608 Records Administration
H609 Bed Services and Patient Assistance
H610 Waste Management
H999 Other Health Services
H000 Administrative Support

I - Investigations

I100 Inspector General Services
I200 Safety
I415 Non-field Technical Support to Criminal Investigations
I416 Non-Field Administrative Support Criminal Investigations
I420 Financial Audits
I430 Performance Audits
I440 Management Evaluations/Audits
I441 Logistics Audits
I500 Background investigations

I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition
I000 Administrative Support

**J - Intermediate, Direct or General Repair and
Maintenance of Equipment**

J501 Aircraft Maintenance
J502 Aircraft Engine Maintenance
J503 Missiles
J504 Vessels
J505 Combat Vehicles
J506 Noncombat Vehicles
J507 Electronic and Communication Equipment Maintenance
J510 Railway Equipment
J511 Special Equipment
J512 Armament
J513 Dining Facility Equipment
J514 Medical and Dental Equipment
J515 Containers, Textile, Tents, and Tarpaulins
J516 Metal Containers
J517 Training Devices and Audiovisual Equipment
J519 Industrial Plant Equipment
J520 Test, Measurement and Diagnostic Equipment
J521 Other Test, Measurement and Diagnostic Equipment
J522 Aeronautical Support Equipment
J999 Maintenance of Other Equipment
J000 Administrative Support

**K - Depot Repair, Maintenance, Modification, Conversion
or Overhaul of Equipment**

K531 Aircraft
K532 Aircraft Engines
K533 Missiles

K534 Vessels
K535 Combat Vehicles
K536 Noncombat Vehicles
K537 Electronic and Communication Equipment
K538 Railway Equipment
K539 Special Equipment
K540 Armament
K541 Industrial Plant Equipment
K542 Dining and Facility Equipment
K543 Medical and Dental Equipment
K544 Containers, Textile, Tents, and Tarpaulins
K545 Metal Containers
K546 Test, Measurement and Diagnostic Equipment
K547 Other Test, Measurement and Diagnostic Equipment
K548 Aeronautical Support Equipment
K999 Other Depot Repair, Maintenance, Modification, Conversion or Overhaul of
Equipment
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L200 Grants Monitoring and Evaluation
L000 Administrative Support

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P000 Administrative Support

**R - Research, Development, Test, and
Evaluation (RDT&E)**

R100 Theoretical Research
R103 Biomedical Research
R104 Animal Research
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance
R902 Models Design and Construction
R000 Administrative Support

S - Installation Services

S700 Natural Resource Services
S701 Public Affairs/Relations
S702 Financial and Payroll Services
S703 Debt Collection
S706 Bus Services
S708 Laundry and Dry Cleaning
S709 Custodial Services
S710 Pest Management
S712 Refuse Collection and Disposal Services
S713 Food Services
S714 Furniture Repair
S715 Office Equipment Maintenance and Repair
S716 Motor Vehicle Operation
S717 Motor Vehicle Maintenance
S718 Fire Prevention and Protection
S719 Military Clothing

S720 Prison Plant Operations and Maintenance
S721 Prison Security Operations (Guards)
S723 Other Prison Operations (Food, Administrative)
S724 Other Guard Services
S725 Electrical Plants and Systems Operation and Maintenance
S726 Heating Plants and Systems Operation and Maintenance
S727 Water Plants and Systems Operation and Maintenance
S728 Sewage and Waste Plants Operation and Maintenance
S729 Air Conditioning and Refrigeration Plants
S730 Other Utilities Operation and Maintenance
S731 Supply Operations
S732 Warehousing and Distribution
S733 Building Services
S734 Leasing Services
S735 Engineering Services
S736 Plumbing Craft Support Services
S737 Electrical Craft Support Services
S739 Locksmithing
S740 Transportation Management Services
S741 Supply, Warehousing and Distribution Services Management
S742 Inventory Analysis and Management
S743 Vehicle Acquisition Support Services
S744 Fleet Management Services
S745 Security and Protection Services
S750 Museum Operations
S751 Curator Services
S752 Exhibits Management and Planning
S753 Facility Security Management
S760 Contractor-Operated Parts Stores & Civil Engineering Supply Stores
S999 Other Installation Services
S000 Administrative Support

T - Other Non-Manufacturing Operations

T600	Real Property Management
T601	Real Property Disposal
T602	Property Development
T603	Real Property Acquisition Support Services
T700	Miscellaneous Program Management
T800	Ocean Terminal Operations
T801	Storage and Warehousing
T802	Cataloging
T803	Acceptance Testing
T804	Architect-Engineering
T805	Operation of Bulk Liquid Storage
T806	Printing and Reproduction
T807	Visual Information
T808	Mapping and Charting
T809	Administrative Telephone Services
T810	Air Transportation Services
T811	Water Transportation Services
T812	Rail Transportation Services
T813	Engineering and Technical Services
T814	Aircraft Fueling Services
T815	Scrap Metal Operation
T816	Telecommunication Centers
T817	Other Communications and Electronics Systems
T818	Systems Engineering and Installation of Communications Systems
T819	Preparation and Disposal of Excess and Surplus Property
T820	Administrative Support Services
T821	Special Studies and Analysis
T822	Operations Research
T823	Actuarial Services
T830	Interior/Facility Design
T831	Drafting Services
T832	Construction Management
T833	Civil Engineering & Analysis Services

T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T838 Safety Engineering & Analysis Services
T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis
T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T854 Royalty Management Operations.
T855 Industrial Engineering
T900 Training Aids, Devices, and Simulator Support
T999 Other Non-Manufacturing Operations
T000 Administrative Support

U - Education and Training

U100 Recruit Training
U200 Officer Acquisition Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training
U305 Vocational Rehabilitation
U400 Flight Training
U500 Professional Development Training
U501 Management Training
U502 Medical & Health Training
U503 Engineering & Architectural Training
U504 Legal Training
U505 Business/Financial/Budget Training

U506 Inspection (IG) Training
U510 Professional Military Education
U520 Graduate Education, Fully Funded, Full-time
U530 Other Full-time Education Programs
U540 Off-Duty (Voluntary) and On-Duty Education Programs
U600 Civilian Education and Training
U610 Law Enforcement Training
U700 Dependent Education
U800 Training Development and Support
U999 Other Training Functions
U000 Administrative Support

W - Automatic Data Processing

W500 Data Maintenance
W501 Report Processing/Production
W600 Data Center Operations
W601 Information Technology Management
W824 Data Processing Services
W825 Maintenance of ADP Equipment
W826 Systems Design, Development and Programming Services
W827 Software Services
W828 Seat Management Services
W829 Client Services
W999 Other ADP Functions
W000 Administrative Support

X - Products Manufactured and Fabricated In-House

X931 Ordnance Equipment
X932 Products Made From Fabric or Similar Materials
X933 Container Products and Related Items
X934 Preparation of Food and Bakery Products
X935 Liquid, Gaseous and Chemical Products
X936 Rope, Cordage, and Twine Products; Chains and Metal Cable Products

X937 Logging and Lumber Products
X938 Communications and Electronic Products
X939 Construction Products
X940 Rubber and Plastic Products
X941 Optical and Related Products
X942 Sheet Metal Products
X943 Foundry Products
X944 Machined Parts
X999 Other Products Manufactured and Fabricated In-House
X000 Administrative Support

Y - Other Selected Functions

Y130 Intelligence
Y150 Classified Activities
Y160 Corporate Planning
Y400 Legal Services
Y401 General Attorney's Services
Y403 Paralegal
Y410 Criminal Investigation
Y440 Federal Licensing and Permitting
Y450 Maritime Activities
Y451 Search and Rescue
Y452 Aids to Navigation
Y453 Marine Safety/Inspection
Y510 Budget and Financial Program Management
Y511 Budget Execution Support Services
Y520 Public Works and Real Property Maintenance Program Management
Y530 Personnel, Community Activities and Manpower Program Management
Y540 Maintenance and Logistics Program Management
Y550 Information and Telecommunications Program Management
Y651 Identifying and Developing Consumer/Customer Information Services
Y650 Acquisition (Equipment and Weapons Systems)
Y999 Other Functions
Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

- Z991 Maintenance and Repair of Family Housing Buildings and Structures
- Z992 Maintenance and Repair of Buildings and Structures Other Than Family Housing
- Z993 Maintenance and Repair of Grounds and Surfaced Areas
- Z997 Maintenance and Repair of Railroad Facilities
- Z998 Maintenance and Repair of Waterways
- Z999 Other Maintenance, Repair, Alteration, and Minor Construction of Real Property
- Z000 Administrative Support